



**AIRPORT EMERGENCY COMMITTEE  
Minutes**

for the meeting held 0930 hrs on 1 June 2011  
in the City of Albany Civic Rooms

File Ref: AM1118492/CS.MEE.2

**Terms of Reference:**

To review the Albany Airport's Emergency Plan and analyse the report of the annual emergency exercise. This committee is now a subcommittee of the Local Emergency Management Committee.

**DECLARATION OF OPENING AT 0930**

**1. ATTENDANCES**

- |                                |                     |
|--------------------------------|---------------------|
| <b>Chair</b>                   | Des Wolfe           |
| <b>Councilor</b>               | Mervlyn Leavesley   |
| <br>                           |                     |
| <b>Community members:</b>      |                     |
| WAPOL                          | Sgt Mark Fairclough |
| WAPOL                          | Vacant              |
| Albany Regional Hospital       | Fiona Berger        |
| FESA                           | Kevin Parson        |
| Department of Child Protection | Sarah Tup-Evans     |
| Southern Road Services         | Malcolm Mallaby     |
| SES                            | Linda Elms          |
| Albany Airport Services        | Steve Johnson       |
| AIR BP representative          | Vacant              |
| ST John Ambulance              | Stacey Abbott       |
| <br>                           |                     |
| <b>Staff:</b>                  |                     |
| Community Services Leader      | Linda Hill          |
| Senior Reporting Officer       | Deborah Walker      |
| Emergency Management Officer   | Garry Turner        |
| Chief Bushfire Control Officer | Ross Fenwick        |
| Minutes Secretary              | Deborah Walker      |
| <br>                           |                     |
| <b>Apologies</b>               |                     |
| Councillor                     | M.Leavsley          |
| Skywest Airlines Albany        | S.Johnson           |
| Bureau of Meteorology Albany   | J Balhorn           |
| Southern Road                  | M Mallaby           |

<b>Presiding Member</b>	
<b>EMT Member Responsible for Committee:</b>	

**2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**ITEM 2.0 - COMMITTEE RECOMMENDATION**

**MOVED: Kevin Parson**  
**SECONDED: Sarah Tup-Evans**

**The minutes of the Airport Emergency Committee meeting held on 2 March 2011, previously distributed, be CONFIRMED as a true and accurate record of proceedings**

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4. GUEST OF COMMITTEE**

Nil

**5. DISCLOSURE OF INTEREST**

Nil

**6. CONFIRMATION OF CONTACT DETAILS**

Nil

**7. ITEM/S FROM PREVIOUS MINUTES NOT ON AGENDA**

Nil

**8. ITEMS FOR DISCUSSION**

**8.1 Disabled Aircraft Incident**

VH-IBY incident Friday 27<sup>th</sup> May 2011 information and incident report. Upon staff arrival at the airport an abnormal landing resulted in a disabled aircraft. FESA and WAPOL concerned at lack of notification. Senior Reporting Officer (SRO), Deb Walker confirmed airport staff acted appropriately for a disabled aircraft incident to which the combat agency is the aircraft owner. It was acknowledge that failure to notify emergency agencies created unnecessary speculation and inquiries to the unknown degree of the incident.

The question was raised by Grant Olsen, FESA to what level of training do the Airport Reporting Officer/s hold and was it to CASA requirements. All Airport Reporting Officers have completed the appropriate training.

There was some debate to the variation between disabled aircraft and abnormal landing. It was agreed that in the future and for the safety of all that notification of incident to WAPOL is paramount and as stated in the AEP needs to be adhered. SRO, Deb Walker will prioritize her attention to areas of the AEP that are deficient and present to next meeting. SRO, Deb Walker to meet with airport staff as a debrief and highlight outcomes and considerations for awareness of staff requirements and procedures.

**8.2 Bird and Animal Hazard Management**

The prescribed burn of Albany Airport 14 May 2011 as part of Bird and Animal Hazard Management. Community Services Leader (CSL), Linda Hill and SRO, Deb Walker expressed thanks to Emergency Management Officer (EMO), Garry Turner and the volunteers of three brigades that donated their time to prescribe burn the airport to help prevent kangaroos remaining at the Airport. A professional roo shooter was contacted and the hazard of kangaroos at the airport no longer exists.

**9. ITEMS TO BE DISCUSSED AT NEXT COMMITTEE MEETING**

Update of AEP

**10. DATE OF NEXT MEETING**

Wednesday 24 August 2011 from 0930am – 1030am City of Albany Civic Rooms

**11. CLOSURE OF MEETING**

There being no further business to discuss, the meeting closed at 10:10hrs

**CONFIRMED: CHAIRPERSON** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_